



TA Approvers Overview

This job aid provides information for Time & Attendance Approvers regarding approving Reported Time, Payable Time, and Managing Exceptions.

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The Time & Attendance Approver reviews, approves (or denies), and manages exceptions for their employees' reported and payable time.

To successfully generate pay and allocate costs, all Reported Time and Payable Time must be approved twice:

1. At the end of each week
AND
2. At the end of each pay period BEFORE LOCKOUT

There is a Lockout period approximately 3 business days after the end of each pay period (i.e., the 9th and 24th of each month for salary employees, and every other Sunday for hourly employees). During Lockout, no hours, Absence Requests, adjustments, or approvals can be entered for the closed or any prior pay periods.

Approving Reported Time

Absence Requests (entered in the **Absence Events** section of the timesheet) are called Reported Time. To approve Reported Time (i.e., Absence Requests), you navigate either to the **Worklist** or directly to the **Approve Reported Time** page.

To access from your **Worklist**:

1. Log into Cardinal.
2. Click the **HCM** Link to access Time & Attendance.
3. Go to your **Worklist**.
4. Click the **Link** for the item you want to approve.
5. The **Approve Reported Time Summary** page displays for the employee selected.
6. On the **Approve Reported Time Summary** page, select the **Last Name** link to open the employee's **Timesheet**. The **Empl ID** from the worklist link populates in the **Employee Selection** section.
7. Click the **Absence** tab to open the **Absence Events** section.
8. Click the check box under the **Select** column.
9. Click the **Approve** or **Deny** button.
10. A confirmation message appears. Click the **Yes** or **No** button.
11. A second confirmation message appears. Click the **OK** button.
12. The absence Status indicates **Approved** or **Denied**.

To navigate directly to the **Approve Reported Time** page:

1. Log into Cardinal.
2. Click the **HCM** Link to access Time & Attendance.
3. Navigate to the **Reported Time** page using the following path:
Manager Self Service > Time Management > Approve Time and Exceptions > Reported Time
4. The **Approve Reported Time Summary** page displays. On the **Summary** page, enter your search criteria and click **Get Employees**.
5. Click the employee **Name** to open the employee's **Timesheet**.
6. Click the **Absence** tab to open the **Absence Events** section.
7. Click the check box under the **Select** column.
8. Click the **Approve** or **Deny** button.
9. A confirmation message displays. Click the **Yes** or **No** button to verify you want to continue.
10. A second confirmation message displays. Click the **OK** button.
11. The absence Status indicates **Approved** or **Denied** depending on the choice you selected.

For detail screenshots illustrating these steps, see the job aid entitled **Approving Reported Time (Absence Requests)**.

Approving Payable Time

Time entered in the top grid section of the Timesheet that has been processed through the Time Administration process is approved as Payable Time. To approve Payable Time, you navigate either to the Worklist or directly to the **Approve Payable Time** page.

To access from your **Worklist**:

1. Log into Cardinal.
2. Click the **HCM** Link to access Time & Attendance.
3. Go to your **Worklist**.
4. Click the **Link** for the employee you want to approve.
5. The **Approve Payable Time Summary** page displays for the employee selected.
6. On the **Approve Payable Time Summary** page, select the **Last Name** link to open the **Approve Payable Time** page. The **Empl ID** from the worklist link populates in the **Employee Selection** section.
7. On the **Overview** Tab, review the **Dates, Time Reporting Codes, and Hours**.
8. To review accounting distributions, go to the **Task Reporting Elements** and click the **ChartField** link. **Telecommute** and **Equipment ID** values can also be viewed on this tab.
9. Select the items you want to approve. Click the **Select All** link to select all rows.
10. Click the **Approve** button.
11. A confirmation message displays. Click the **Yes** button to verify you want to continue.
12. Click the **OK** button on the **Save Confirmation** page.
13. To work additional items on your worklist, click the **Worklist** link.

To navigate directly to the **Approve Payable Time** page:

1. Log into Cardinal.
2. Click the **HCM** Link to access Time & Attendance.
3. Navigate to the **Payable Time** page using the following path:
Manager Self Service > Time Management > Approve Time and Exceptions > Payable Time
4. Enter your selection criteria and click the **Get Employees** button.
5. Click the employee's name.
6. On the **Overview** tab, review the **Dates, Time Reporting Codes, and Hours**.
7. To review accounting distributions, go to the **Task Reporting Elements** and click the **ChartFields** link. **Telecommute** and **Equipment ID** values can also be viewed on this tab.
8. Select the items you want to approve and click the **Approve** button at the bottom of the page.
9. A confirmation message displays. Click the **Yes** button to verify you want to continue.
10. Click the **OK** button on the **Save Confirmation** page.
11. To select a different employee or search using different criteria, click the **Return to Approval Summary** link at the bottom of the page.

Managing Exceptions

Some Reported Time and Payable Time generate exceptions. All exceptions should be reviewed and time should be adjusted appropriately, unless the exception is permitted. If the exception is HIGH severity, it MUST BE CORRECTED, prior to LOCKOUT in order for pay and allocation to be accurate.

To review exceptions:

1. Log into Cardinal.
2. Click the **HCM** Link to access Time & Attendance.
3. Navigate to the **Exceptions** page using the following path:
Manager Self Service > Time Management > Approve Time and Exceptions > Exceptions
4. Enter your search criteria (Use your **Reports To Position Number** as one of the search criteria) and click the **Get Employees** button.
5. Review the exceptions and determine whether corrective action is required. The **Details** tab provides additional information.
6. High exceptions must be corrected and resubmitted.
7. You can allow Low and Medium exceptions, or you can correct and resubmit them.
8. To allow an exception, click the check-box under the **Allow** button.
9. Go to the bottom of the page and click the **Save** button.
10. On the **Save Confirmation** page click the **OK** button.
11. Exceptions can also be reviewed directly on the timesheet on the **Exceptions** tab.

For more information regarding specific exceptions, what they mean, who can correct, and how to correct, see the job aid entitled **501 TA: Exceptions**, located on the Cardinal website in **Job Aids** under **Training**.